

SiteManager **Training Manual**



Module B
Chapter 1

Daily Work Reports (+)
Daily Work Reports

Section B-1-2

Viewing Daily Work Reports

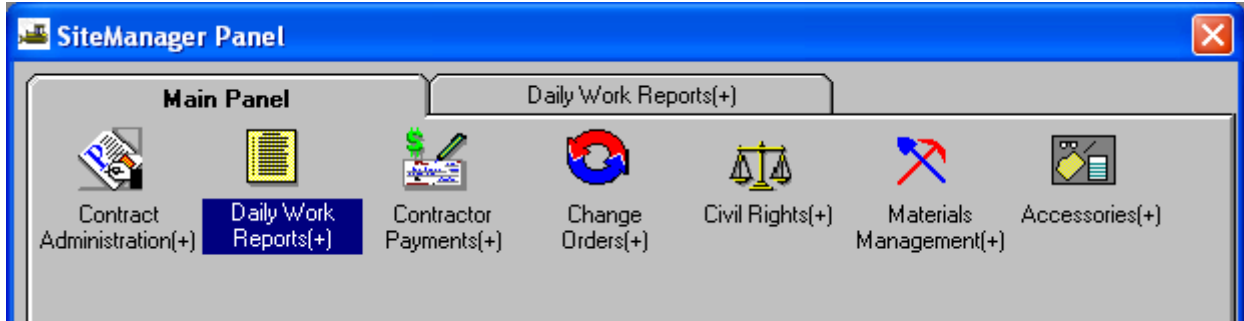
Student's Version

Indiana Department of Transportation
September 2007, Version 3.7b

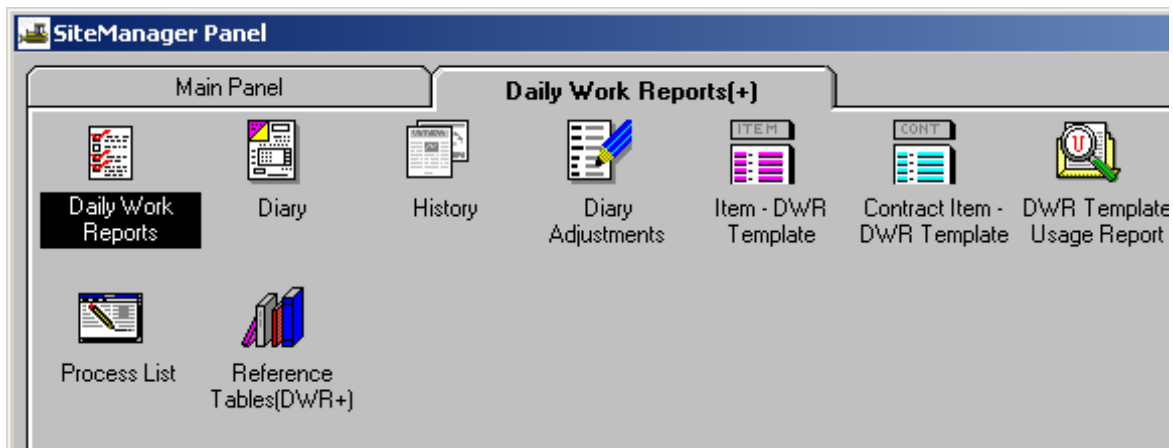
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Viewing Daily Work Reports

This section will explain how to view a daily work report.



“Double-click” on **Daily Work Reports (+)** located on the Main Panel.



“Double-click” on **Daily Work Reports**.

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: Inspector: Clipper, Buzz

DWR Date: 09/14/07

Locked: No
Authorized: No
Authorized Date: 00/00/00

Temperature
High:
Low:

Weather Conditions
A.M.:
P.M.:

No Work Items Installed: ☒
No Contractors On Site: ☒
No Daily Staff On Site: ☒

Work Suspended: ☐
Suspended Time: 00:00
Resumed Time: 00:00

INDOT

Remarks:

There are six tabs where contract information will be captured:

- **DWR Info:** documents information pertaining to weather and controlling operation.
- **Contractors:** **Contractors** daily attendance record referring to Contractor's workforce such as:
Supervisor(s),
Worker(s) by personnel type
- **Contractors Equip:** **Contractors Equipment** documents the presence and use of equipment on the job site by selected Contractor(s).
- **Daily Staff:** **Daily Staff** tab will NOT be utilized by INDOT.
- **Work Items:** **Work Items** tab is used to document installed work items by selected contractor by project.
- **Force Accounts:** **Force Accounts** tab will NOT utilized by INDOT.

“Click” on the **Open**  button located on the tool bar to select a contract.

Contract ID	Vendor Description	Fed State Proj Nbr	Status	County	Lvl2	Lvl3	Lvl4
R-90003	BIG JOHN COAL CO	STP 3387005	ACTV	WARRICK	660		ON S
R-90004	PAVE'UM RIGHT CO	STP 3387005	ACTV	WARRICK	660		ON S
R-90006	BLACK SIDE UP PAVING	STP 3387005	ACTV	WARRICK	660		ON S
R-90007	COVER ALL HOLES CO	STP 3387005	ACTV	WARRICK	660		ON S

The Select Contract window appears.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** the **County** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column shows the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

“Double click” on the appropriate **Contract ID**.

Contract ID

Selection

Contract ID: R -90004 , 99-9999966 , STP 3387005

Inspector:
 Date:

Find :

Inspector

User ID	Inspector Name	Contract Id
d90bclip	Clipper, Buzz	R -90004
d90afaul	Fault, Ash	R -90004
d90hfly	Fly, Hyrum D.	R -90004
d90hston	Stone, Hurley	R -90004
admin	Training Admin Rights	R -90004

The **Select Inspector** panel appears.
 “Double click” on the appropriate **Inspector Name**.

Contract ID

Selection

Contract ID: R -90004 , 99-9999966 , STP 3387005

Inspector: d90hfly , Fly, Hyrum D., R -90004

Date:

Find :

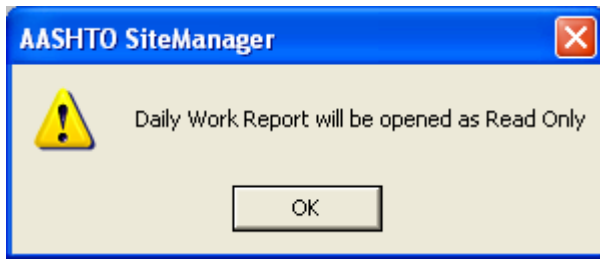
Date

DWR Date	Locked	Auth Ind
10/10/06	No	Yes
08/31/06	No	No
08/30/06	No	No
08/29/06	No	No
08/28/06	No	Yes
08/24/06	No	No
08/23/06	No	Yes
08/01/06	No	Yes

OK Cancel

“Double click” on the appropriate **DWR Date**.

NOTE: All diaries are viewable. This is not dependant on the locked status or Auth. Ind.



The **Daily Work Report** will be opened in **Read Only** mode.
“Click” **OK**.

Daily Work Reports window has 6 tabs where information is shown.

DWR info:	Daily Staff:
Contractors:	Work Items:
Contractor Equip:	Force Accounts:

The **DWR Info** tab contains information about the day’s weather, the status of the DWR, an indication on who’s on site, work suspension, and the inspector’s notes for the day. When remarks exist for a topic, a green check box appears beside the topic in the lower left scroll list.

“Clicking” on the various topics in the scroll list will open the remarks that are related to the topic.

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File Edit Services Window Help

Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 08/24/06

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME ***	1	4	

Supervisor/Foreman Name INDOT

Foreman

Personnel Type	Nbr of Persons	INDOT
Equipment Operator	1	
Laborer	3	

The **Contractors** tab contains information about the contractor's personnel that were on the jobsite on a given day.

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File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 08/24/06

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME ***	1	4	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
PMR100 Pavement Marking Remover	1	1	

The **Contractor Equip** tab contains information about the contractor's equipment on a given day.

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File Edit Services Window Help

Daily Work Reports

DWR Info Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 08/24/06

Project Nbr: 9620710 Line Item Nbr: 0077 Item Code: 808-05866 Category Nbr: 0001

Item Desc: PAVEMENT MESSAGE MARKING, REMOVE Unit Price: \$30.00000

Supp Desc 1:

Supp Desc 2:

Qty Reported to Date: 63.300 Qty Authorized to Date: 4.900 Units Type: m2

Qty Installed to Date: 4.900 Bid Qty: 9.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: 4.900 Current Contract Qty: 9.000

Loc Seq Nbr	Location Installed	Placed Qty	Plan Page Number	Templt Used
1	Casey Road	36.400	21	<input checked="" type="checkbox"/>
2	SR 261	22.000	0	<input checked="" type="checkbox"/>

Placed Qty: 36.400 Plan Page Nbr: 21 Contractor: PAVE'UM RIGHT CO ** PRIME **

Loc Seq Nbr: 1 Location: Casey Road Measured Indicator: ☐

Station	Offset	Distance	Station	Offset	Distance
From: +	.000		To: +	.000	

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
None	9.000	0.000	4.900	None

General information about the pay item is shown in the top panel. The middle panel shows information about each entry made to the item on the given day. The bottom panel shows more specific information about the entry that is highlighted in the middle panel.

If a **DWR Template** has been used for the entry, a check will appear in the **Templt Used** check box located in the middle panel.

To view the template, “click” on the **DWR Template**  button located on the toolbar while the appropriate entry is highlighted in the middle panel.

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File Edit Services Window Help

DWR Template

Contract: R-90004 Inspector: Fly, Hyrum D. DWR Date: 08/24/06
 Project Nbr: 9620710 Line Itm Nbr: 0077 Loc Seq No: 1
 Item Code & Desc: 808-05866 PAVEMENT MESSAGE MARKING, REMOVE

Template ID	Description	Used	Detail/ Multi Line	Returns Value
GenEntm2	General Entry m2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PMMRM	Pavement Message Markings Remove Metric	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The template that has a checked box in the **Used** column in the template contains information pertaining to the line item.

“Double-click” the appropriate **Template ID** to view the information.

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File Edit Services Window Help

DWR Template - PMMRM

Contract: R-90004 Inspector: Fly, Hyrum D. {305090801} DWR Date: 08/24/06
 Project Nbr: 9620710 Line Itm Nbr: 0077 Loc Seq No: 1
 Item Code & Desc: 808-05866 PAVEMENT MESSAGE MARKING, REMOVE

Pavement Message Markings, Remove

Total Daily Area 36.40 m2

Page 1 of 2

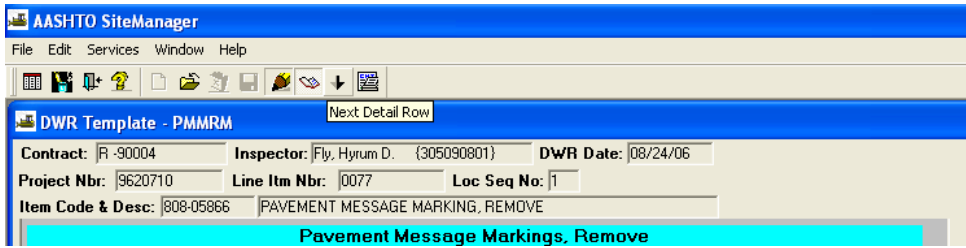
From: Station	Q Reference	Offset Distance	To: Station	Q Reference	Offset Distance
5 + 536.863	Center	0.000	5 + 639.750	Center	0.000

Standard Pavement Message Markings

Description	Quantity	Description	Quantity	Description	Quantity
"Ahead"	3	Combo Arrow	1	"Exit"	0
"Left"	2	"Only"	2	Railroad "R"	0
"Right"	1	"RXR"	0	"School"	0
"Stop"	0	Straight Arrow	3	"Turn"	0
Turn Arrow	2	"XING"	0		

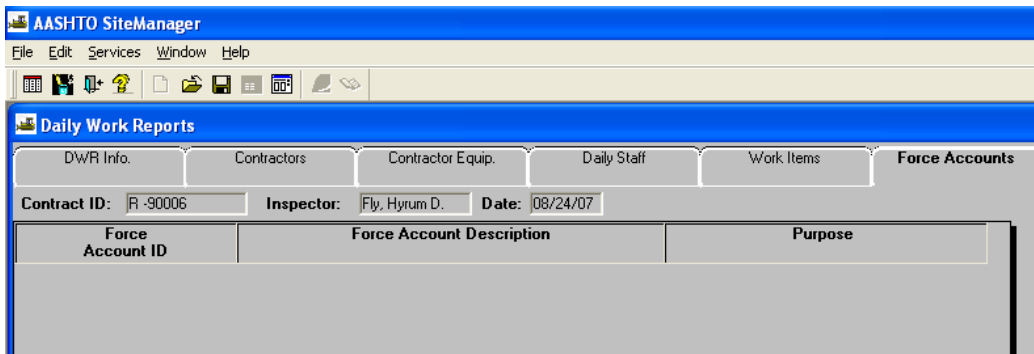
Remarks

The template will open. If there are multiple pages in the lower panel of the template, navigation arrows will appear in the toolbar. Navigate through multiple pages by using the scroll bar.



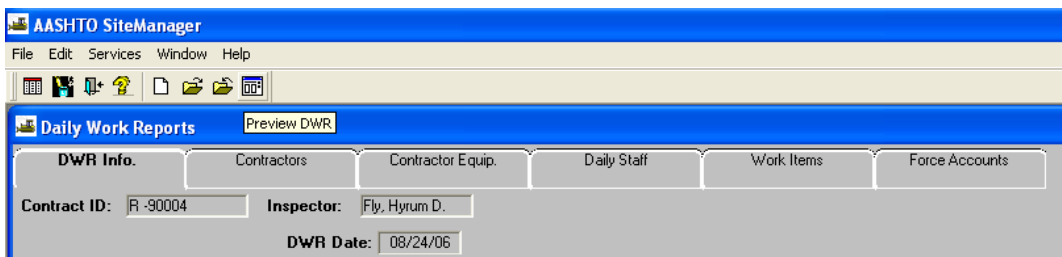
“Click” on the **Next Detail Row**  button located on the toolbar, if appropriate.

“Click” the **Close**  button located on the toolbar.

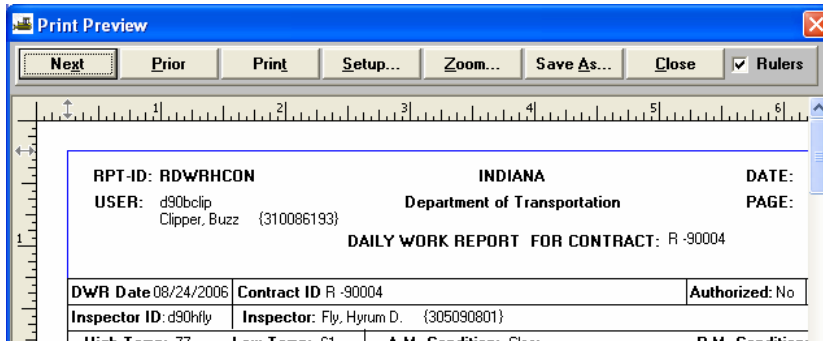


The **Force Accounts** tab is not being utilized by INDOT.

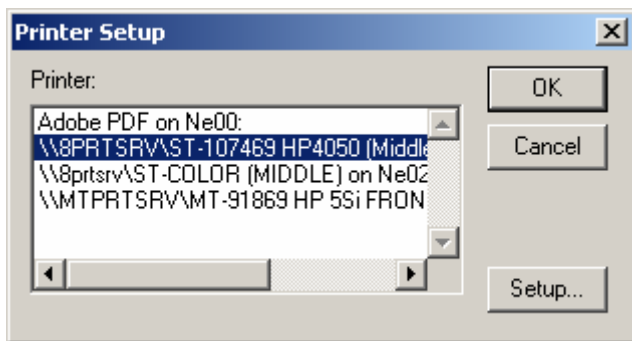
Viewing and Printing the DWR



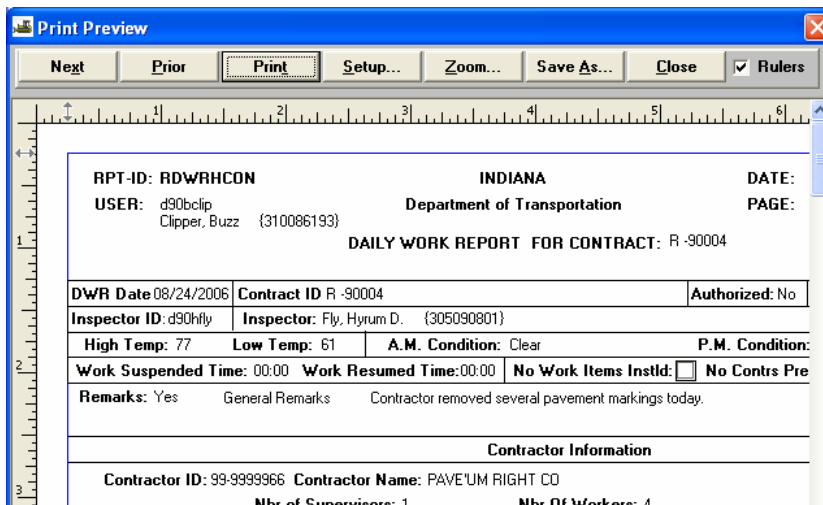
“Click” on the **Preview DWR** button on the toolbar.



The user can zoom, scroll and print from this window.
The printer can be chosen by “clicking” the **Setup** button.



“Click” on the appropriate printer name and “click” **OK**.



“Click” the **Print** button.

“Click” the **Close** button to exit this report.

“Click” the **Close**  button located on the toolbar.

Viewing Daily Work Reports

Exercise B-1-2-T Group Exercise

View a DWR created by District Construction Technician Hyrum D. Fly.

Log into SiteManager as: inquire

Password: pass

Navigate from **Main Panel**:

“Double-Click” on **Daily Work Reports (+)**

“Double-Click” on **Daily Work Report**

“Click” on the **Open** button located on the toolbar.

“Double-Click” on **Contract ID: R-90004**

“Double-Click” on **Inspector Name: Fly, Hyrum D.**

“Double-Click” on **DWR Date: 10/10/06**

Appropriate DWR Opens to the **DWR Info** Tab in “Read Only”

Review Information

“Click” on **Contractors Tab** and review information

“Click” on **Contractor Equip.** Tab and review information

“Click” on **Work Items** Tab

“Double-Click” Description with a checkmark in the **Instld** column (Line Item Number: 0077)

Review information for that item.

“Click” on **DWR Template** icon located on the Toolbar

“Double-Click” on **Template ID: PMMRM**

Review template information

“Click” on **Close** located on the Toolbar

“Click” on **Preview DWR** located on the Toolbar

After Previewing DWR “Click” on **Close** located on the Print Preview Toolbar

“Click” on **Close** to close the Daily Work Reports window